

EVIDENCE OF IDENTITY

FOR GENERAL INDUCTION TRAINING UNDER THE NATIONAL CODE OF PRACTICE FOR INDUCTION FOR CONSTRUCTION WORK

Registered Training Organisations (RTOs) approved by the WorkCover Authority of NSW (WorkCover) to deliver general induction training under the *National Code of Practice for Induction for Construction Work* (National Code) are required to complete a 100 point Evidence of Identity (EOI) check for each participant:

- immediately prior to conducting training
- prior to conducting an assessment for Recognition of Prior Learning (RPL).

The evidence of identity form is to be retained by the RTO and may be called upon for review during an audit or in response to a complaint or compliance related issues.

PRIVACY COMPLIANCE STATEMENT

This information is collected and retained by the RTO. This information is collected for the purpose of conducting training or undertaking an assessment for RPL for general induction training under the National Code. This information may be disclosed and used by WorkCover for the purpose of monitoring and ensuring compliance with the *Occupational Health and Safety Act 2000* and *Occupational Health and Safety Regulation 2001*.

This information may also be used for the purposes of confirming a participant's details as required. Information provided in this form will not be used or disclosed except in accordance with the requirements of the *Privacy and Personal Information Act 1998*.

Individual course participants can gain access to their personal information that is held by the Registered Training Organisation.

ALL ITEMS IN SHADED BOXES MUST BE COMPLETED. PLEASE PRINT WITHIN THE BOXES IN BLOCK LETTERS.

1. PARTICIPANT DETAILS

Title	Family name	
<input type="text"/>	<input type="text"/>	
Given names	Date of birth (DD/MM/YYYY)	
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Residential address (number and street address)		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime contact number	Mobile number	
<input type="text"/>	<input type="text"/>	

2. REGISTERED TRAINING ORGANISATION (RTO) AND NOMINATED TRAINER DETAILS

RTO name	RTO No.
<input type="text"/>	<input type="text"/>
RTO nominated trainer name	Nominated trainer TR No.
<input type="text"/>	<input type="text"/>
Date of training (leave blank if being assessed for RPL).	
<input type="text"/> / <input type="text"/> / <input type="text"/>	

EOI must be completed prior to conducting general induction training or undertaking an assessment for RPL under the National Code. You are required to show the RTO Nominated Delegate the original EOI documents that add up to 100 points. Within these documents you must be able to show your photo, date of birth (minimum age 14 years), signature and current address. **It is the RTO's responsibility to ensure that the relevant sections of the EOI form are complete, and to verify the EOI documentation provided.**

Please Note: Exceptions to the standard EOI requirements are covered under the Special Provisions section of this form. Where special provisions apply, Section 3 is not required. Please go to Section 4 and 5 and complete the relevant sections.

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4. DECLARATION

PARTICIPANT'S DECLARATION

I certify that the details contained on this form are true and correct. These details were provided to the RTO (Nominated Trainer) prior to conducting general induction training or RPL assessment under the National Code.

Participant's name _____

Signature _____ Date ____ / ____ / ____

RTO DELEGATE DECLARATION

I certify that I have sighted and confirmed the participant's EOI against original documentation provided prior to conducting general induction training or RPL Assessment under the National Code.

RTO name _____ Registration No. _____

RTO delegate name _____ Nominated Trainer Identification TR No. _____

Signature _____ Date ____ / ____ / ____

It is an offence under the Crimes Act 1900 and Occupational Health and Safety Regulation 2001 to make false or misleading statements in this application.

IF NO SPECIAL PROVISIONS APPLY, PLEASE DO NOT COMPLETE SECTION 5 OF THIS FORM.

EVIDENCE OF IDENTITY – SPECIAL PROVISIONS

Special provisions may apply for participants attending general induction training or where an RPL assessment is conducted under the National Code.

- School Sector (PART A)
- Correctional Centres (PART B)
- Aboriginal and Torres Strait Islanders (PART C)
- Overseas persons recently arrived in Australia (for less than six weeks) (PART D)

All EOI documentation provided must be original

5. SPECIAL PROVISIONS

Title	Family name
<input type="text"/>	<input type="text"/>
Given names	Date of training
<input type="text"/>	<input type="text"/>

Please tick the appropriate box and complete the section related to the special provision and the Declaration in Section 4.

PART A – SECONDARY SCHOOL SECTOR – EVIDENCE OF IDENTITY (Points system does not apply)

1. The identity of the student has been verified by sighting any one of the original documents listed below:

☐ Australian Birth Certificate/Card (minimum 14 years) issued by the Registrar of Births Deaths and Marriages Number State

☐ Australian Citizenship Certificate Number

☐ Current Australian Driver's Licence or Learner Driver's Licence Number State

International travel documents including a current passport or a passport that has expired within the last 2 years, but has not been cancelled. Please state type of travel document. For example where a passport is used include passport number and the country of issue and check the expiry date.

OR

2. The identity of the student has been verified by sighting a written statement on school letterhead confirming the student's name and date of birth.

Name of school and location

Date of statement

Name and title of school official

OR

3. ☐ The identity of the student has been verified by sighting a student ID card that contains the school crest/seal, photo, student's name and date of birth.

The special provisions applicable to the school sector are based on the *Financial Transactions Regulation 1990, Regulation 6 Child under 18.*

PART B – CORRECTIONAL CENTRES (Points value applies)			Point value
The identity of the correctional centre inmate has been verified by sighting 100 points EOI from the table below:			
<input type="checkbox"/> Australian Birth Certificate/Card	Number	State	
	<input type="text"/>	<input type="text"/>	70 <input type="text"/>
<input type="checkbox"/> Passport (Australian or International) current or expired in the last 2 years, but not cancelled	Number	Country	
	<input type="text"/>	<input type="text"/>	70 <input type="text"/>
<input type="checkbox"/> Australian Citizenship Certificate	Number		
	<input type="text"/>		70 <input type="text"/>
<input type="checkbox"/> Australian Driver's Licence/Learner Driver's Licence	Number	State	
	<input type="text"/>	<input type="text"/>	40 <input type="text"/>
<input type="checkbox"/> Australian Boat Operators Licence (with photo)	Number	State	
	<input type="text"/>	<input type="text"/>	40 <input type="text"/>
<input type="checkbox"/> Australian Issued NCOC Photo Licence (post 2006) or High Risk Work Licence	Number	State	
	<input type="text"/>	<input type="text"/>	40 <input type="text"/>
<input type="checkbox"/> Australian State/Territory Proof of Age/Photo ID card	Number	State	
	<input type="text"/>	<input type="text"/>	40 <input type="text"/>
<input type="checkbox"/> Medicare card	<input type="checkbox"/> Dept Veterans Affairs card	<input type="checkbox"/> Centrelink card	<input type="checkbox"/> Credit card or account card
			<input type="checkbox"/> Bank statement
			25 <input type="text"/>
<input type="checkbox"/> Motor Vehicle registration or insurance docs	<input type="checkbox"/> Property rates notice	<input type="checkbox"/> Property lease agreement	<input type="checkbox"/> Telephone account
			25 <input type="text"/>
<input type="checkbox"/> Home insurance papers	<input type="checkbox"/> Letter of Verification from the Department of Corrective Services		25 <input type="text"/>
<input type="checkbox"/> Correctional Centre inmate MIN card			5 <input type="text"/>
Correctional Centre name and location			TOTAL POINTS <input type="text"/>
<input type="text"/>			
The special provisions applicable to correctional centres are based on an existing agreement between WorkCover NSW and the Department of Corrective Services.			
PART C – ABORIGINAL AND TORRES STRAIT ISLANDERS (Points system does not apply)			
Special provisions apply to the EOI for persons from an Aboriginal or Torres Strait Islander background. The EOI must be verified by two persons recognised as 'authorised referees' of the community to which the person belongs.			
Authorised referees for Aboriginal and Torres Strait Islanders include:			
<ul style="list-style-type: none"> • Chairperson, Secretary or CEO of an incorporated indigenous organisation (including land councils, community councils, housing organisations etc). • Structured Training and Employment Projects Employment and Related Services (STEPERS) panel member (formerly known as the Community Development Employment Project (CDEP) Coordinator) • School Principal/Counsellor • Minister of religion • Treating health professional or manager in Aboriginal medical services • Centrelink agent or government employee with at least two years continuous service (State, Territory or Commonwealth Government). 			
Please attach two written statements on organisational/company letterhead verifying the person's identification:			
Name of Referee (1)			
<input type="text"/>			
Organisation			
<input type="text"/>			
<input type="text"/>			
Contact number <input type="text"/>			
Name of Referee (2)			
<input type="text"/>			
Organisation			
<input type="text"/>			
<input type="text"/>			
Contact number <input type="text"/>			

PART D – OVERSEAS PERSONS RECENTLY ARRIVED IN AUSTRALIA (LESS THAN SIX WEEKS)**(Points system does not apply)**☐ The person has been in Australia for less than six weeksDate of arrival / / ☐ The person is not ordinarily a resident of Australia1. The identity of the person has been verified by sighting **one** of the following overseas travel documents.

A current passport or a passport that has expired within the last two years, but has not been cancelled.

Passport number

Country

Expiry Date

 / /

OR

Other international documents of identity that have the same characteristics as a passport eg diplomatic documents and documents issued to referees.

AND

2. One of the following EOI documents (Australian or Overseas). Please tick the appropriate box

☐ Current Driver's Licence

Number

Country

☐ Credit/Savings account card

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